

Future Procurements

Buyer's Quick Guide

Introduction:

The eVA Future Procurements site provides maximum access to electronic commerce opportunities for businesses in the Commonwealth of Virginia. The intent of the Future Procurements section of eVA is to inform the public about all major procurement opportunities, typically over \$50,000, that are anticipated to be available for bid with state agencies & local entities. The Future Procurements site is for informational purposes and does not represent specific contractual obligations, however, is considered an invaluable tool for businesses in competing for the Commonwealth of Virginia's expenditures in construction, goods and services.

Document Objective:

Learn how to:

- Post future procurements
- Modify future procurements
- Disable future procurements
- View "live" future procurements

Administration Panel <http://dps.dgs.virginia.gov/apps/contracts/>

View Future Procurements at:

<http://dps.dgs.virginia.gov/apps/contracts/FutureProcurements.aspx>

To request a Future Procurements login, contact your Agency eVA Lead and supply the following information.

Agency/Entity Name

Current eVA Username

First Name

Last Name

Email

Phone

Fax

Address

City

State

Zip

Browser Requirements:

WINDOWS

Internet Explorer 5.5

Internet Explorer 6.0

Netscape 7.1

MACINTOSH






Internet Explorer 5.2.3

Netscape 7.1






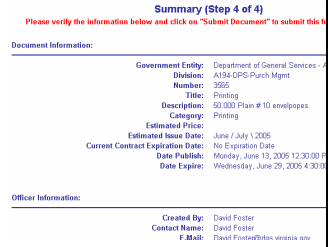





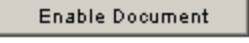


Safari 1.0



QUICK STEPS TO POST A FUTURE PROCUREMENT

Log in for the first time.	Login using your username and password you received via email from eVA customer care. <u>Note:</u> This will be the same username as your eVA account, but the password will be different the first time you login. Optionally, you can change the password to match your current eVA password. Login at: http://dps.dgs.virginia.gov/apps/contracts/	
Login	 <p>Forgot your password? Click here</p>	The first time you login, you are prompted to change your password. After 90 days without logging into the system, your password automatically expires. If your password has expired or you simply cannot remember it, use the <i>Forgot your password link</i> and request a new password. The system will send you a temporary password by email. USERNAME _____ PASSWORD _____
START		<p>To begin click <i>Add</i> under Manage Future Procurements</p>
Step 1 of 4 Describing your procurement		<p align="center">Describing your procurement</p> <p>The Government Entity and Division fields are defaulted. You can pick a different division within your entity.</p> <p>Number- The number field is where you list a unique solicitation number.</p> <p>Title- Use this field to title your future procurement.</p> <p>Description- Describe your future procurement in 1500 characters or less.</p> <p>Category- Choose a category that best fits your procurement.</p> <p>Estimated Price- What you think the cost of this procurement will be.</p> <p>Estimated Issue Date- An approximate date can be entered.</p> <p>Current Contract Expiration Date- If this future procurement has an existing contract, use this field to give the expiration date of the current contract.</p> <p> TIP The estimated price field is not required.</p> <p> TIP To reset the <i>Current Contract Expiration Date</i> field, click the adjacent calendar icon and click <i>Clear Date</i></p>

<div>Step 1 of 4 (Continued)</div> <div>Describing your procurement</div>	<div>Posting Period</div> <div>Date Publish: 6/13/2005 9:30 AM</div> <div>Date Expire: 6/13/2005 9:30 AM</div> <div><div>< June 2005</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td></tr></table></div>	S	M	T	W	T	F	29	30	31	1	2	3	5	6	7	8	9	10	12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	1	<div>Describing your procurement (Continued)</div> <div>Date Publish - Choose the date and time for your posting to be visible on the listing.</div> <div>Date Expire - Choose the date and time for your posting to be removed from the website.</div> <div><div> TIP</div>All future procurement postings are published every half hour up until 5:00 pm. After 5:00 pm, set the publish date to the following day.</div> <div><div> TIP</div>In order to get to the next step, a series of checks take place. If the form is filled out correctly, you go to the next screen. If the form has errors or missing data, the system will identify any field that needs corrections.</div> <div>Click Next > </div>
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<div>Step 2 of 4</div> <div>Officer Information</div>	<div>Officer Information (Step 2 of 4)</div> <div>Created By: John Smith</div> <div>Contact Name:</div> <div>E-Mail: David.Foster@dgs.virginia.gov</div> <div>Phone: 804 - 225 - 4628</div> <div>Address: 805 East Broad Street</div> <div>City, State, Zip: Richmond, VA</div> <div> </div>	<div>Officer Information</div> <div>With the exception of the Contact Name field, all fields are pre-populated with your default login information. Any part of these fields can be modified.</div> <div>Created By-</div> <div>Contact Name-</div> <div>Email-</div> <div>Phone-</div> <div>Address-</div> <div>City, State, Zip-</div> <div><div> TIP</div>If you enter a different contact name other than the name in the “Created By” field, be sure to change the contact information.</div> <div>Click Next > </div>																																				

<p>Step 3 of 4</p> <p>Inserting Commodity Codes</p>		<p>Inserting Commodity Codes (optional)</p> <p>In the commodity code search field, type a keyword that best describes your procurement and click <i>search</i>. The available commodity codes are displayed. Click the  button to insert the commodity code. Repeat this process to add as many commodity codes as you need.</p> <p> TIP Commodity Codes are not required.</p> <p> TIP Do <u>NOT</u> click the Cancel button unless you want to cancel this future procurement posting in its entirety</p> <p>Click Next > </p>
<p>Step 4 of 4</p> <p>Summary</p>		<p>Summary</p> <p>Review your information. When you are satisfied with your results, click  to complete the posting.</p> <p> TIP Your ad <u>will not</u> post until you click the <i>Submit Document</i> button.</p> <p>Click Submit Document ></p>
<p>Edit /Review</p>		<p>Edit/Review</p> <p>To edit a future procurement, click <i>Edit/Review</i>. Find your procurement posting and follow the same steps as outlined in steps 1 thru 4 above.</p> <p> TIP You can temporarily disable a future procurement posting by clicking the  button. To restore the future procurement, click the  button.</p>
<p>View “Live” Future Procurements</p>		<p>View “Live” Future Procurements</p> <p>Navigate to www.eva.virginia.gov and click <i>Future Business Opportunities</i>.</p> <p> TIP If you do not see your future solicitation posted, it is probably because the date and time has not yet occurred.</p>

Search Future Procurements by Keyword or by Commodity Code

Keyword: Search
Commodity Code: Search

Example:
Keyword: **Printing**
-or
Commodity Code: **96600**

Returns



Search for Future Procurements

eVA Contract Posting System - Microsoft Internet Explorer

Address: http://ids.dps.virginia.gov/ids/futureprocurements.asp?tp=psc-printing

File Edit View Favorites Tools Help

Commonwealth of Virginia - Department of General Services

eVA Virginia's Total e-Procurement Solution

IDS/IDS2 - eVA Future Procurement

Future Procurements

Keyword: Search Clear Search
Commodity Code: Search

Number	Government Entity	Division	Title	Description	Category	Contact
011	Christopher Newport University - A242CHU	A242-Management	Printing Services	Printing Services - Term Contract	Non-Professional	Cecilia Crittendon
02000-05	Department of General Services - A194005	A194-OPS-Purch Mgmt	VSU Trojan Yearbook	VSU Trojan Yearbook	Printing	Paul Higgins
005	Virginia Department of Health - A601VDH	A601-OFFICE OF PURCHASING AND SE	Message & methods of delivery	Once messages & methods of delivery are developed for educating the public on bioterrorism and other potential public health emergencies, VDH will bid out specs for printing & producing various needed materials. Printing may incl. pamphlets, booklets, posters in other visual materials. Other acts may incl. producing, editing & copying various files or other audio/visual extensions.	Non-Professional	Debbie Vagstad

Internet